

## **PUBLIC NOTICE**

### **AFFORDABLE RENTAL UNITS BROOKSIDE MILL WESTFORD, MA**

The Westford Housing Authority currently owns three units in the Brookside Mill Condominium Complex in Westford, MA that will be rented to qualified, income-eligible families. These two-bedroom units will rent for \$800.00 per month, utilities not included. Family size must be at least two people (needing separate bedrooms) but cannot exceed four (4) people. Two of the units will be set-aside for applicants receiving a local preference.

Income Limits:	Two-Person Household -	\$32,000.
	Three-Person Household -	\$36,000.
	Four-Person Household -	\$40,000.

Tenants will be chosen by a lottery to be held on December 16, 2004. Applications for the lottery may be obtained by calling the Westford Housing Authority at (978) 692-6011 or by stopping by the office from 9-1, Monday through Friday, at 65 Tadmuck Road, Westford, MA. APPLICATION DEADLINE IS DECEMBER 9, 2004.

**MINORITY CANDIDATES ARE ENCOURAGED TO APPLY  
EQUAL OPPORTUNITY HOUSING**

AFFIRMATIVE ACTION FAIR MARKETING PLAN FOR  
THREE RENTAL UNITS AT THE BROOKSIDE MILL  
CONDOMINIUMS, 8 BROOKSIDE ROAD, WESTFORD MA

GENERAL INFORMATION:

**Statement of Non-Discrimination:** Non-discrimination and equal housing opportunity are the policy of the Town of Westford and the Westford Housing Authority. The Town will not discriminate in any area of housing on the basis of race, color, religious creed, national origin, sex, age, sexual orientation, ancestry, handicap, marital status, veteran status, membership in the armed forces, presence of children or political beliefs.

**Program Objective:** To continue Westford's commitment and dedication to maintaining a racially and economically diverse population.

**Purpose of the Project:** The purpose of project is to create affordable rental opportunities for families and individuals who could not otherwise afford to rent a home here.

**Project Description:** The Town of Westford, in conjunction with the Westford Housing Authority is working to provide this affordable rental housing opportunity. In this project, three condominiums located in the Brookside Mill complex will be bought by the Westford Housing Authority and rented to families earning no more than 50% of the area median income. Rent will be \$800.00 per month, not including utilities.

The Westford Housing Authority will be conducting an application and lottery process to rank eligible applicants for the rental of these units. The application and lottery process as well as eligibility requirements are enclosed within this packet.

**Preferences:** Westford residents (or those who qualify for a Westford preference) will be given priority for one of the units. The second unit will be set-aside for a Westford preference/adjusted applicant (see below). The third unit will be available to all applicants whether or not in the first two pools.

Households eligible to receive a local preference are: a) current residents of Westford; b) immediate family of persons living in Westford; c) municipal employees of the town of Westford; and d) employees of local businesses in Westford.

The Town of Westford is committed to providing equal housing opportunities. In the event that the percentage of minorities in the local preference pool is less than the percentage of minorities in the Lowell Area (14.5%) the following adjustments will be made to the local preference pool.

A preliminary lottery, comprised of all minority applicants who did not qualify for the local preference pool, will be held. Applicants will be ranked by the order in which they were drawn and then added to the local preference pool until the percentage of minority applicants in the local pool equals 14.5%.

**MARKETING AND OUTREACH PLAN:** Marketing will provide outreach to potential low-income renters from both the community and the region.

Outreach and marketing for the Brookside Mill rental units will begin on November 11, 2004 and the application deadline will be December 9, 2004.

Marketing and outreach will be done for a thirty-day period. Application availability will be announced in the following media outlets:

The Lowell Sun, Kearney Square, Lowell, MA  
The Westford Eagle (through Community Newspapers which cover six local towns)  
The Fitchburg Enterprise and Sentinel  
La Prensa Latina, Inc. – 144 Merrimack Street, Lowell, MA  
The Boston Globe

In addition, announcements will be sent to the following outlets:

Westford Public Schools/Police/Fire/Highway/Water Departments as well as Town Hall and Library employees;  
R Cap Solutions, Central Street, Winchendon, MA  
Community Teamwork, 167 Dutton Street, Lowell, MA  
Neighboring Housing Authorities, local churches, community groups, minority groups  
Westford Housing Authority public housing tenants as well as applicants on waiting list  
Applicants from previous lotteries in Westford and Groton  
CHAPA Web Site  
Town of Westford Web Site  
Westford local access cable television

Applications can be obtained by calling or writing the Westford Housing Authority at 65 Tadmuck Road, Westford, MA 01886 (978) 692-6011 or picked up at the Town Clerk's office at Westford's Town Hall during normal business hours.

The application deadline is \_\_\_\_\_. Applicants will be notified in writing at their application has been received and whether or not they are eligible to enter the lottery. Eligible applicants will be assigned a number, which will identify their application in the lottery.